

Project Management Check List

Basic Elements

- Senior Management Sponsorship
- Project Leadership
- Agreement On:
 - Scope
 - Quality
 - Cost
 - Time
- Agreed Priority of Project
- Adequate Resource Team
- Risk Management Plan
- Communication and Reporting Plan
- Monitoring and Control
 - Regularly Scheduled Meetings
 - Reporting Process – Gant Charts
 - Assignment and Tracking of Responsibilities
(To Do's)